

MEET MINNEAPOLIS JOB DESCRIPTION

Position/Title: Assistant to SVP and Marketing Coordinator

Department: Destination Branding & Strategy (DB&S)

Reports to: Sr. VP Destination Branding & Strategy (SVP DB&S)

Status: Full-time/ Exempt

Job Summary: Provide administrative support to the SVP of DB&S and assist the DB&S department with various tasks.

Job Duties & Responsibilities:

- Organizing/Administration of the functions of the office of the SVP DB&S.
 - Assists SVP with various tasks, including telephone calls, preparation of expense reports, payment of bills, drafting and editing written communications, etc.
 - Maintains effective procedures for efficient workflow to/from SVP's desk and DB&S files
 - Schedules appointments and meetings for the SVP and assembles necessary information
 - Coordinates both internal and external meetings including registration, travel reservations, agendas, and materials necessary, physical arrangements
 - Composes correspondence and documents, as needed; edits correspondence and documents prepared by the SVP
 - Assures efficient records management systems
 - Delegates/handles mail daily not requiring SVP's personal attention; assembles pertinent files/information and categorizes for ease in handling by SVP.
 - Assures timely and accurate payment of bills and expenses incurred on behalf of the DB&S department.
- Assist the DB&S department in variety of tasks, including but not limited to:
 - Coordination of processes for all department projects including creating files, lists, distribution to various parties, daily tracking and filing, and regular updates to DB&S staff on status of all projects
 - Coordination of departments' reporting requirements for Impact Minneapolis.

- Works with department staff on marketing and communications-related events.
- Manage proofing efforts/process for all communications
- Maintain marketing calendar
- Organize intra- and inter-departmental meetings on behalf of DB&S.
- Prepare presentations and brand carry-through
- Organizational Support
 - Rotating front desk responsibilities
 - Other duties, as assigned

Job Skills, Attributes & Requirements

- Passionate about providing service
- Excellent interpersonal skills, including the ability to collaborate and work effectively with a diverse group of people
- Strong organizational, coordinating and multi-tasking skills with attention to detail
- Excellent interpersonal skills, including the ability to be a team player, collaborating and working effectively with a diverse group of people
- Superior oral and written communication skills
- Solid knowledge of standard office procedures, practices, and equipment.
- Excellent customer service, problem solving, and project management skills
- Self-starter; demonstrated ability to finish projects
- Ability to maintain confidentiality
- Computer proficient with focus on Microsoft Outlook, Word, PowerPoint (or similar presentation software) and Adobe Pro and Dreamweaver
- Associates degree or equivalent
- Experience working in marketing, communications and/or promotions business environment

Benefits:

Meet Minneapolis offers a generous benefits package including: medical, dental, STD/LTD, Life Insurance, 401(k), vacation and sick time for employees who are benefits eligible.

Physical Demands:

While performing the duties of this job, the employee will be required to:

- Walk, sit, bend and squat
- Talk and hear
- Grab, pull or bend items

- Lift and/or carry up to 15 lbs.
- View items at a close and distant range
- Sit for extended periods of time
- Use computers for extended periods of time

Working Conditions:

- General office environment.

Salary:

- \$30-35,000/DOE
- Eligible for annual bonus based on achievement of performance goals

Note: Job Descriptions are not exhaustive lists of all skills, responsibilities, or efforts associated with a job. They reflect principal job elements essential for performing the job and evaluating performance. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

This document does not create an employment contract, implied or otherwise, other than as "at will" relationship.